

Professional and Managerial Branch
Cultural Group
Library Series

LIBRARY-HEAD CATALOGER

04/90

CHARACTERISTICS OF THE CLASS:

Under general direction, supervises the operations and procedures of the Cataloging Section; performs related duties as required.

EXAMPLES OF DUTIES:

Plans and develops the policies and procedures required to supervise the day-to-day operation of the Cataloging Section; monitors and evaluates the work of staff members of the Cataloging Section; develops cataloging procedures and solves difficult cataloging problems; supervises the building and maintenance of the Library's bibliographic database; prepares original cataloging copy for specialized and non-specialized materials that have not been entered by another library into OCLC.

Supervises the data input into OCLC or the Inlex System; maintains supervision of the OCLC Computer terminals to assure proper working procedures and that all cataloging personnel using the terminals are aware of changes and informational bulletins; supervises library materials processing procedures, maintains processing statistics and prepares monthly reports; participates in library committee work, maintains work records and prepares reports.

Recommends selection, supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an ALA accredited college or university with a Master's Degree in Library Science and four (4) years of progressively responsible postgraduate professional public library cataloging experience including at least one year of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, techniques and methods in the operation of a public library; considerable knowledge of reference sources, collection development principles and methods; considerable knowledge of computer-based library services; considerable knowledge of library services; good knowledge of supervisory techniques, standards of conduct and work attendance.

Ability to plan and evaluate programs; ability to supervise a large variety of library operation; ability to communicate clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to supervise, train and evaluate assigned personnel; ability to maintain records and prepare reports.

Skill in meeting and dealing effectively with the public.

Special Requirements: Bilingual (English/Spanish) ability desirable.

Physical requirements: Mobility within an office and library environment; operate a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or an equivalent license issued by another state.

Director of Personnel

Department Head